Updating MACS documentation

To ensure that MACS documentation is always up to date SEPA needs to establish a process to make sure that documents are reviewed and updated regularly.

This MACS technical guide outlines how SEPA will update and control all documents associated with the MACS scheme; and the roles that SEPA, UKAS and MACS participants will play in that process.

The document change process

There are four types of document associated with the MACS scheme, and each will have a different process for creation, update and review.

Performance standard:

A document that sets out the requirements that MACS participants must abide by when producing data under self-monitoring arrangements.

Annex A details the process that SEPA will use for updating and controlling all MACS performance standards.

Addendum:

A temporary document detailing an amendment to an existing MACS performance standard. Active addendums will be reviewed twice annually by SEPA, with amendments collated and incorporated into the relevant performance standard(s).

Annex A details the process that SEPA will use for updating and controlling all addendums associated with the MACS scheme.

Technical guide:

A document produced by SEPA to support MACS participants, and provide additional information not detailed in performance standards. Each technical guide is intended to either:

* provide operators with assistance on how best to meet a specific requirement of MACS; or
* give clarity on how SEPA will manage a MACS governance process.

Annex B details the process that SEPA will use for updating and controlling all technical guides associated with the MACS scheme.

Form:

A document that is required to be completed by a MACS participant and submitted to SEPA to support a process detailed in a performance standard and/or a technical guide.

Annex B details the process that SEPA will use for updating and controlling all forms associated with the MACS scheme.

How is a document change requested?

- Operators may suggest a change by completing and submitting Section A of the 'Operator document change request form' (MACS-TG-01F). An example can be found in **Annex C**.

- Completed document change request forms must be sent to the specified SEPA email address.

- SEPA will assess completed requests and notify the operator by email within 20 working days of the date of receipt as to whether their suggestion will be implemented.

- Failure to supply SEPA with all of the requested information will result in a document change request being returned to the operator for revision prior to any assessment being undertaken.

Glossary

MACS – Measurement Assurance and Certification Scotland

SEPA – Scottish Environment Protection Agency

UKAS – United Kingdom Accreditation Service

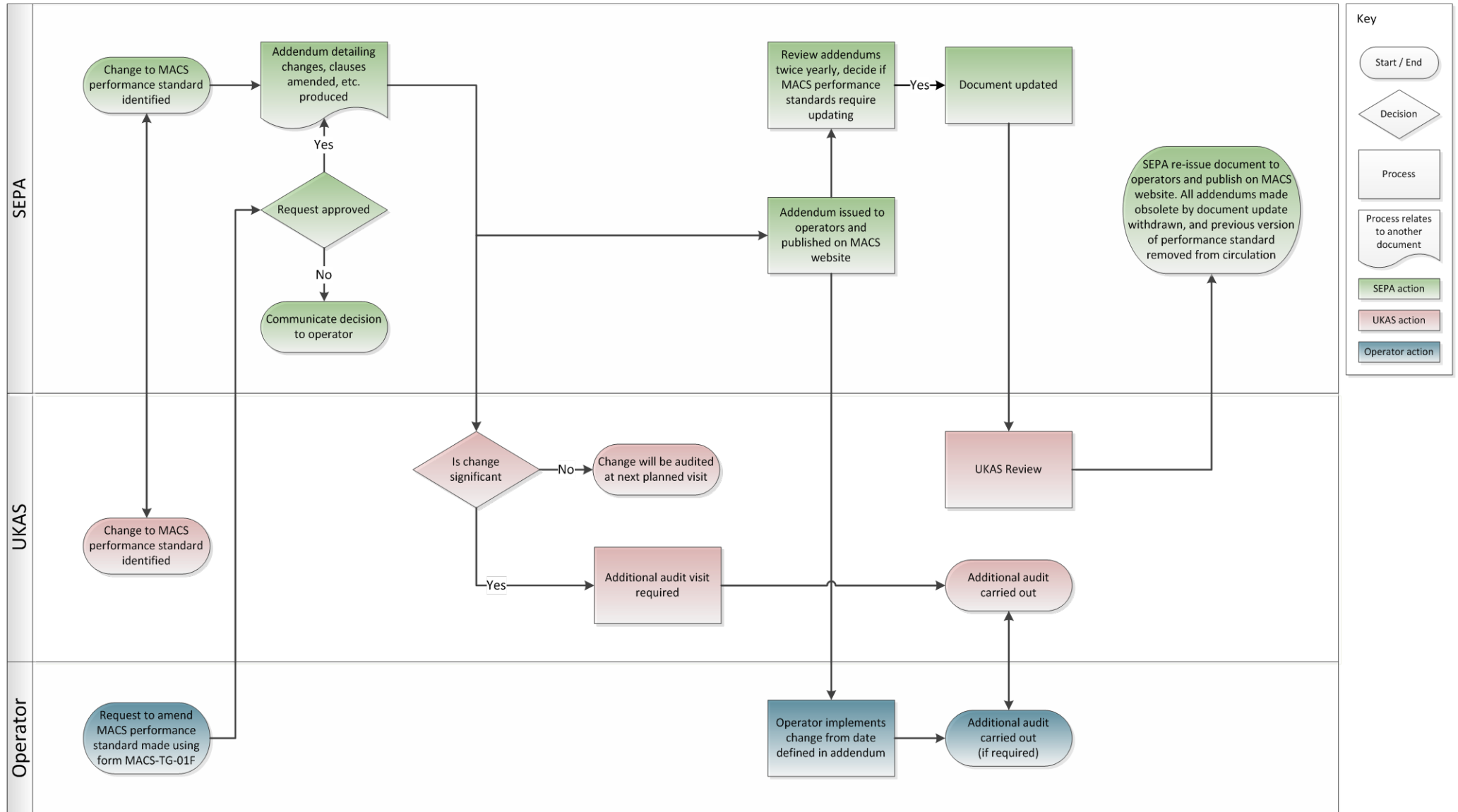**About this MACS technical guide**

This guide is one of a series produced by SEPA to support self-monitoring operators certified under MACS. Each guidance document is intended to either: provide operators with assistance on how best to meet a specific requirement of MACS; or give clarity on how SEPA will manage a MACS governance process.

Where any discrepancy exists between a MACS performance standard and this technical guide, then the MACS performance standard provides the definitive guidance.

All MACS documentation is subject to review and amendment. For the latest versions of all MACS technical guides, please refer to the SEPA website.
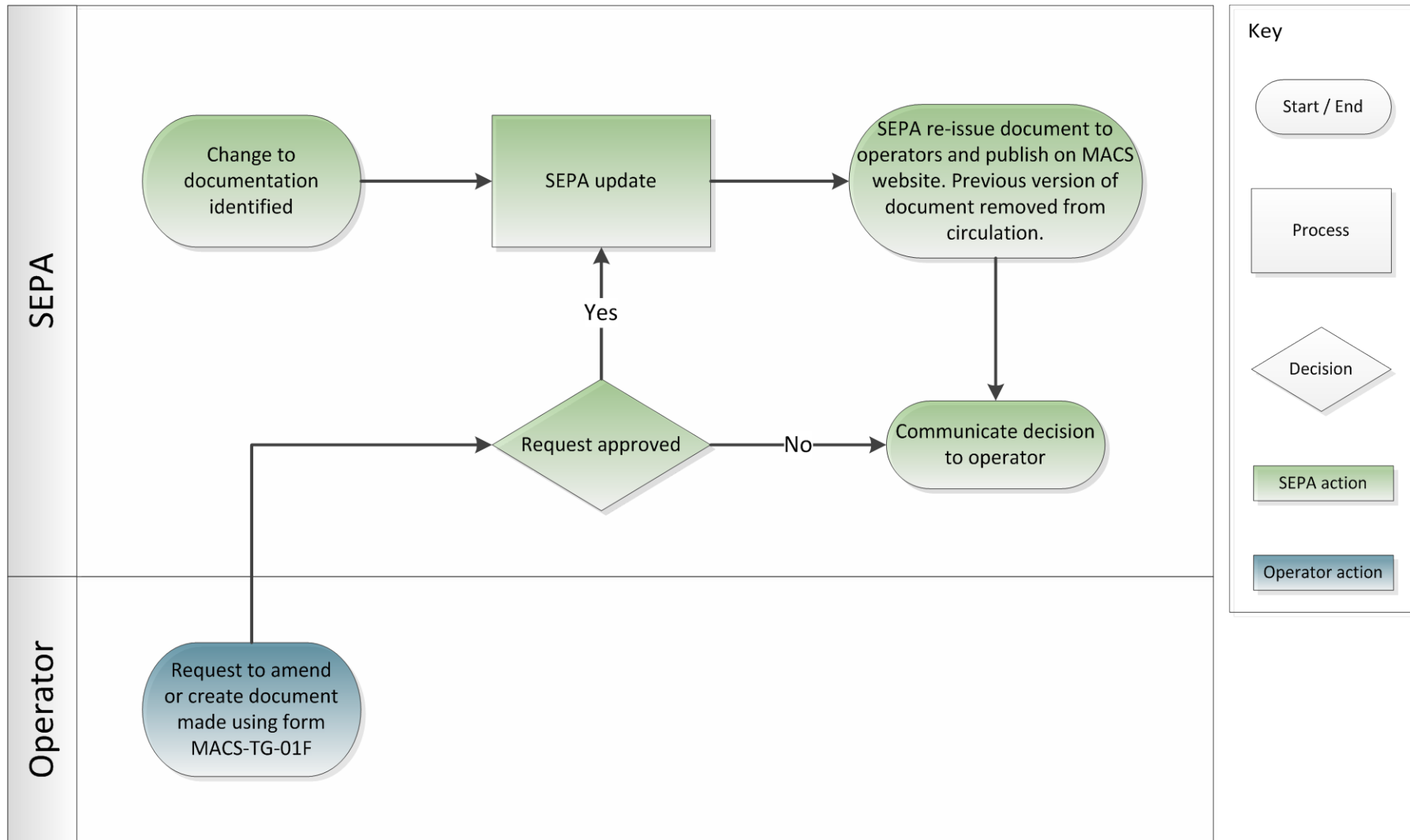
Annex A   MACS performance standard change process

Figure A1

Annex B   MACS technical guide and form change process

Figure B1

Annex C   Operator document change request form

Section A: Request (to be completed by the operator and communicated to SEPA)

Operator details			
Name		**Date of request**	

Details of document change request (including specific clause(s) the request refers to)			
NOTE: If the request is for production of a new technical guide, please include details of the MACS performance standard clause/process that the technical guide would support.			
Document title		**Document number**	

Please email completed forms to: operator.monitoring@sepa.org.uk; with the subject line "**MACS Operator DCR**".

Section B: Admin. details (FOR SEPA INTERNAL USE ONLY)

Request information	Date of receipt	Request approved	Operator notified	Notification date
		Y / N	Y / N	

Q-Pulse information	DCR logged	Date	By	DCR ref. no.
	Y / N			

If request approved:

Document update	Document updated	Reviewed by UKAS (if applicable)	Date document re-issued on Q-Pulse	Date website updated	Date operators notified
	Y / N	Y / N / N/A			

Please note that:

When submitting a document change request the standalone version of this form **must** be used, not this sample copy. Failure to do so will result in the request being immediately returned to the operator for revision and re-submission. Form MACS-TG-01F is available to download from the SEPA website.